

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approval etc...)

Business Essentials

2019

BES1 Curriculum Modification 2020-21

Fanshawe College

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CURRICULUM MODIFICATION REQUEST FORM

COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"

Program Requiring Changes

Program Title: Business Essentials		
Program Number: BES1		Date Submitted: 11/25/2019
Dean responsible for program: Mary Pierce		Chair: Lisa Schwerzmann
Credential Provided: <input type="checkbox"/> Declaration of Academic Achievement <input checked="" type="checkbox"/> Local Certificate <input type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Grad Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Apprenticeship		
Program Intakes: <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S Other:		Catalogue Year(s) Impacted: 2020-21
Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met		Date of Last Program Review: NA
<i>I have read the reasons for the change and...</i>		<i>Signature and date</i>
Dean of Faculty (Lead program):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>mfp Nov 29/19</i>
Dean of Faculty (Affiliate program-impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Dean of Faculty (Affiliate program-impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Senior Vice President Academic (required for major changes and late DAs):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>12/9/2019</i>
Office of the Registrar:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>05 Dec 2019</i>
Notes:		

Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.

1.0 Describe proposed change(s). Complete Appendix A (if necessary) and amend SDAR (Refer to Appendix C).

Remove LAWS-3018 course, replace with LAWS-3041 course to reflect change in DA for affiliate program, BUS1.

2.0 Reason/Rationale for Changes

2.1 The reason for the change is based on:

- ☐ A recent program review
- ☐ Program Advisory Committee feedback
- ☐ Student feedback
- ☐ KPI results
- ☐ Accreditation or other regulatory requirements
- ☒ Shared curriculum
- ☐ Trends in the field/industry
- ☐ Other (please describe):

2.2 Does the change support the College's Strategic Framework (mission, vision, values)?

- ☒ Yes
- ☐ No (If no, please explain)

2.3 What strategic goal(s) does the proposed change support?

- ☐ Goal 1 – Enhance innovative practices for exceptional student learning
- ☒ Goal 2 – Manage enrolment growth
- ☒ Goal 3 – Optimize use of resources
- ☒ Goal 4 – Build sustainable sources of alternative revenue

3.0 Students

3.1 Will the change affect the cost of the program for students?

- ☐ Yes
- ☒ No

3.2 If yes, there will be an additional cost for:

- ☐ Materials (Include details):
- ☐ Equipment (Include details):

☐ Other (Please describe):

4.0 Program Learning Outcomes

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B and mark the changes in the mapping [e.g. red font])

☒ Yes

☐ No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

☒ No

☐ Yes (If yes, please explain)

5.0 Relationships with Other Programs

5.1 Are any of the courses impacted by the change provided by another School (e.g., SLLS, LKSB) and/or delivered at another campus?

☒ No

☐ Yes

5.2 What Schools/Campuses will be impacted by the proposed change?

☒ Lawrence Kinlin School of Business

☐ School of Information Technology

☐ School of Contemporary Media

☐ School of Design

☐ School Digital and Performing Arts

☐ School of Tourism, Hospitality and Culinary Arts

☐ School of Community Studies

☐ School of Health Sciences

☐ School of Nursing

☐ School of Public Safety

☐ Donald J. Smith School of Building Technology

☐ Norton Wolf School of Aviation Technology

☐ School of Applied Sciences and Technology

☐ School of Transportation Technology and Apprenticeship

☐ School of Language and Liberal Studies

☐ English Language Institute

☐ London South Campus

☐ Simcoe/Norfolk Regional Campus

☐ St Thomas/Elgin Regional Campus

☐ Woodstock/Oxford Regional Campus

☐ Huron/Bruce Regional Sites

5.3 Will the change affect pathway agreements (e.g., bridging, articulations, laddering, advanced standing) with other Fanshawe program(s) and/or other institution(s)?
(Refer to the pathway agreements listed here: <http://transferagreements.fanshawec.ca/>)

☐ No

☒ Yes BES1 ladders to BUS1, this proposed change follows the DA change to BUS1 to allow for seamless transferability.

5.4 If this program is a Co-Operative Education program, will the proposed change impact Co-op?

☒ No

☐ Yes (If yes, consult with the Co-op office prior to submission)

6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

☒ No

☐ Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

☒ No

☐ Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

☒ No

☐ Yes (If yes, please explain)

7.0 General College Requirements

7.1 Are changes consistent with Colleges policies?

☒ Yes

☐ No (If no, please explain)

7.2 Will the program meet the General Education requirements (Policy A126) as listed below? NA

☐ No

☐ Yes

Local Certificate, Ontario College Certificate and	Diploma - 3 required (minimum of 1 must be an elective)	Advanced Diploma - 4 required (minimum of 2 must be electives)
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Graduate Certificate - none required)		
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7.3 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advanced standing) with other Fanshawe programs and/or other institutions.

☐ No

☒ Yes

Note: In accordance with POLICY NUMBER: A122 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

7.4 Indicate:

i) Total program hours before proposed change: 360_____

ii) Total program hours after proposed change: 360_____

iii) Level(s) in which the proposed change(s) occurs: NA_____

7.4.1 Are the total program hours consistent with the requirements as listed below?

☒ Yes

☐ No (If no, please explain)

Local Certificate - 300 hours	Ontario College Certificate - 600 hours
Diploma - 1200 to 1400 hours	Advanced Diploma - 1800 to 2100 hours
Graduate Certificate - 600 hours	DOAA - less than 200 hours

APPENDIX A: PROPOSED CURRICULUM MODIFICATION

Course Code	Existing DA Courses	Total Hours	Total Credits	Describe proposed changes	Course Code	Proposed DA Courses	Total Hours	Total Credits
Level 1 - Mandatory Courses								
ACCT-1100	Principles of Accounting 1	45	3	No Change	ACCT-1100	Principles of Accounting 1	45	3
COMP-307	Excel for Business-Adv	45	3	No Change	COMP-307	Excel for Business-Adv	45	3
LAWS-3018	Ethics & Law	45	3	Replace LAWS-3018 with LAWS-3041	LAWS-3041	Business Law	45	3
MKTG-1012	Principles of Marketing 1	45	3	No Change	MKTG-101	Principles of Marketing 1	45	3
MATH-1052	Business Math	45	3	No Change	MATH-105	Business Math	45	3
MGMT-304	Organizational Behaviour	45	3	No Change	MGMT-304	Organizational Behaviour	45	3
BUSI-1070	Small Business Ownership	45	3	No Change	BUSI-1070	Small Business Ownership	45	3
FINA-1031	Financial Management Ap	45	3	No Change	FINA-1031	Financial Management Ap	45	3
TOTAL		360	24		TOTAL		360	24

PROGRAM TOTAL 360 24

PROGRAM TOTAL 360 24

Malott, Kara

From: Malott, Kara
Sent: December 2, 2019 9:14 PM
To: Hunter, Mark; Schwerzmann, Lisa
Subject: RE: Changes to delivery - law courses

Hi Mark,

You are correct. The courses are each 3 hours, so this does not represent a change in contact hours.

Thanks for your support! We will forward the DA package to Pam for signature.

Best,

Kara Malott, BBA
Program Manager, Lawrence Kinlin School of Business

B2015 - 1001 Fanshawe College Blvd. London, ON N5Y 5R6
T: 519.452.4430 x4007 | F: 519.659.9522
kmalott@fanshawec.ca
www.fanshawec.ca



From: Hunter, Mark <MHunter@fanshawec.ca>
Sent: December 2, 2019 5:17 PM
To: Schwerzmann, Lisa <lschwerzmann@fanshawec.ca>
Cc: Malott, Kara <kmalott@FanshaweC.ca>
Subject: RE: Changes to delivery - law courses

Hi Lisa,

Happy to support the changes.

My understanding from the information below is that the courses are changing but the hours we are delivering for you do not change. Correct?

The reason for my question is to determine, what, if any implications this will have on our faculty.

Thanks,

Mark

From: Schwerzmann, Lisa <lschwerzmann@fanshawec.ca>
Sent: November 29, 2019 6:54 PM
To: Hunter, Mark <MHunter@fanshawec.ca>
Cc: Malott, Kara <kmalott@FanshaweC.ca>
Subject: Changes to delivery - law courses

Hi Mark,

We are proposing two degree audit changes which will affect your school and I wanted to make sure you were aware of them before we submit the paperwork for them. The changes and rationale are provided in Kara's email below. There has been a lot of discussion here with our program teams and PAC's on content related to law courses and some items related to changes with external credentialing groups that are necessitating a new direction for curriculum. Please let me know if you have any questions at all. I would appreciate having your consent to the changes before we submit the DA to Pam for her approval as well.

Thanks Mark – hope you have a nice weekend.

Lisa

Lisa Schwerzmann, BA, BEd, MA.
Associate Dean

Lawrence Kinlin School of Business
1001 Fanshawe College Blvd. London, ON N5Y 5R6
T: 519-452-4430 x4047 | F: 519-659-9522
lschwerzmann@fanshawec.ca
www.fanshawec.ca



From: Malott, Kara <kmalott@Fanshawec.ca>
Sent: November 29, 2019 11:15 AM
To: Schwerzmann, Lisa <lschwerzmann@fanshawec.ca>
Subject: Law Course Change

Hi Lisa,

We have two DA requests impacting the School of Public Safety related to LAWS-3018.

1. BFN is looking to replace LAWS-3018 with a new course more in line with LAWS-6014 Law, Ethics & Conduct which is offered in FSP. The change is triggered by a change in the CFP Body of Knowledge. The new course will need to be developed by the School of Public Safety. To my understanding, Jodilynn Pitcher (6014 instructor) is already aware and has a clear vision for the course. Some development may be complete.
2. BAL is looking to replace LAWS-3018 with LAWS-3041 Business Law (also owned by School of Public Safety). Lynette indicates LAWS-3041

has better alignment with the degree curriculum and offers a more suitable transfer credit to the BComm. The LAWS-3018 ethics content is repetitive from other BAL courses.

Mary said we need Mark's agreement in writing to attach to the DA request before it goes to Pam McLaughlin.

Thanks,

Kara Malott, BBA
Program Manager, Lawrence Kinlin School of Business

Appendix C.

Degree Audit Report

Catalog: 2019/2020 2020/21

Program: BES1
Department: BUS - Kinlin School of Business
Academic Level: CE
CCD: 6 - Locally Determined-Min 300 Hrs
Credential: Certificate

Name: Business Essentials

Grade Scheme: LG2
Major: BES1 - Business Essentials
Co-Op Indicator: N/A

Div: BUS - Business and Management**Academic Program Requirement**

Total Credits: 24.00
GPA Requirement: 2.00
Minimum Grade: D

Residency Reqmt: 6.00
Residency Reqmt GPA: 2.00

Academic Requirement: BES1.19 Business Essentials

Major: GBS2
Grade Scheme: LG2
Minimum GPA: 2.00
Minimum Grade:


Subrequirement: Level 1

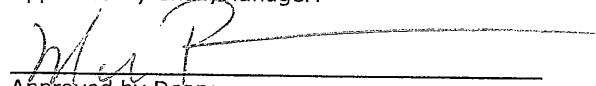
TAKE ALL OF THE FOLLOWING MANDATORY COURSES:


		Total Hours	Total Credits	GE
	ACCT-1100	45.00	3.00	
Remove	LAWS-3018	45.00	3.00	→ add LAWS-3041
	MKTG-1012	45.00	3.00	
	MATH-1052	45.00	3.00	
	MGMT-3041	45.00	3.00	**
	FINA-1031	45.00	3.00	
	COMP-3077	45.00	3.00	
	BUSI-1070	45.00	3.00	

Subrequirement: Program Residency

Students Must Complete a Minimum of 6 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program


 Approved By Chair/Manager:


 Approved by Dean:


 Department and Date:


 Date:

General Education Approved By(as appropriate):

Date: